

HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 120-06

July 5, 2006

POSITION: Quality Review Analyst

DEADLINE TO APPLY: July 18, 2006

CLASSIFICATION: Quality Review Analyst
DEPARTMENT: Job and Family Services
LOCATION: 222 E. Central Parkway
Cincinnati, OH 45202
WORK HOURS: 80 Biweekly
FLSA STATUS: Salaried/Exempt
SALARY: \$42,619 Annually

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

BA degree in public administration, business administration, human services or social work plus 12 months experience with a Department of Human Services (DHS) (or comparable department) plus two (2) courses (or 12 months experience) in PC based computer word processing, spreadsheet, or database; or a BA degree in a non-related field plus 24 months experience with a DHS (or comparable department) and two (2) courses (or 12 months experience) in PC based computer word processing, spreadsheet, or database; or two (2) years DHS supervisory experience plus two (2) courses (or 12 months experience) in PC based computer word processing, spreadsheet, or database; or two (2) years experience as a Quality Review Specialist; or equivalent.

Listed below is a brief summary of the JOB DUTIES:

Completes necessary outcome reporting for the Workforce Development section including, but not limited to SCOTI Performance reporting and follow up action list generation, Section Performance Data Reports, monthly outcome reporting for Workforce Investment Board, and quarterly outcome reporting for performance budget reports. Complete data quality assurance on these and wide range of other reports and spreadsheets. Evaluate effectiveness of internal and external social service systems of care. Develop, gather and analyze data. Develop and maintain comprehensive reporting. Match and link multiple data sets. Assess each for clinical and cost outcomes. Study, review, and provide analysis of local, state, and national outcomes measures. Develop and implement project management plans, develop and lead internal and external cross functional teams to implement comprehensive performance improvement projects provoked by ODJFS required Continuous Improvement Plans (CIP) for all performance measures related to Workforce Development. Supervise assigned staff. Ensures the high performance of those staff. Serve as WIA EEO Officer for City and County programs. Manage other formal program related complaints. Maintain statistical information on persons served. Ensure that the One Stop is in compliance with equal opportunity requirements set forth within the WIA of 1998. Ensure timeliness of JFS responses and comprehensive documentation in all cases. Attends necessary training as required. Performs other related duties as assigned.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department
County Administration Building
138 East Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-2377

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.